

Instructions to ADD to UTC Online Course Evaluation:

ALL OF THE FOLLOWING INSTRUCTIONS should be pasted into the INSTRUCTIONS AREA of the survey.

Course evaluations are very important for several reasons.

The first is to help the institution make decisions about faculty. The teaching competence of the faculty is one of the primary issues considered in decisions about retaining and rewarding faculty. Your "Instructor Rating" is an important (but, of course, not the only) source of information about this critical activity. The numerical ratings from the entire class will be combined and both the individual and combined ratings will be made available to, and used by, the Provost, Dean, Department Head and the instructor.

The second reason for this rating is to provide feedback to help the instructor improve the quality of instruction. Written comments are particularly valuable in this respect. Thus, we ask that you spend some time responding to the open-ended questions on this form. These responses will be available to the Provost, Dean, and the Department Head, and will be used primarily by the instructor to help improve the class in future semesters. In addition, your instructor has asked you to respond to an additional set of questions to aid in the evaluation of this specific course.

In short, these ratings are very important. Please take them seriously. Your instructor will not see any responses until after final grades are submitted. The responses from this on-line form are submitted anonymously to the instructor of the class. The instructor does NOT know who submitted any specific response.

NOTE: Click on the single arrow to move to the next question. Clicking on the double arrow will take you to the end of the questionnaire. You are allowed to go back to previous questions to change your answers if you wish.

Options for setting up the survey

Check the following boxes:

- Make the link available = Yes
- Add an announcement for this survey = Yes
- Display start date and display end date (be sure to check the boxes)
- Survey Feedback should be set at: Status only
- Presentation Mode should be set at: One Question At A Time